

Research Services Librarian

HEP Level 7

POSITION NUMBER	15824G
ORGANISATIONAL UNIT	Tertiary Education - University Library
POSITION REPORTS TO	Manager, Education and Research Services
OVERALL PURPOSE	The overall purpose of the Research Services Librarian role is to deliver high-quality, strategically aligned library services that support the successful learning, teaching, and research outcomes of the University, with a particular focus on research services and support across the University.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with Research Services staff and academic researchers ◆ works with a range of colleagues and teams in the Tertiary Education, Research Services, and Impact portfolios ◆ supervises Scholarly Information Services Librarians <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ CAVAL ◆ ALIA ◆ Relevant accreditation bodies ◆ Information resources vendors
LOCATION/CAMPUS	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The University Library is part of the Tertiary Education Portfolio which has overall responsibility for all of VU's University and TAFE programs, including oversight of higher education academic colleges and the VU First Year College and VU Block Model.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Contribute to the implementation of strategic library initiatives and services by providing specialist advice to the Manager, Education and Research Services ensuring alignment to University goals.
- ◆ Provide advice, expertise and liaison services to support the University's Research Services team, Research Institutes and Centres
- ◆ Contribute to the design and implementation of Library services to support the University's research outcomes and researchers including specific services to support Indigenous research priorities
- ◆ Lead the creation and delivery of targeted training programs and modules to enhance higher degree by research student scholarly literacy, ensuring programs are strategically aligned to research and academic program goals.
- ◆ Collaborate with Graduate Research to provide day to day supervision of the Research Ambassadors Program.
- ◆ Provide expert advice, training and support to researchers to develop skills across the research lifecycle including information seeking and curation, conducting literature and systematic reviews, bibliometric reporting, research data management, Indigenous data sovereignty and effective scholarly communication
- ◆ Coordinate Library support to ensure research outputs are accurately managed, research profiles are maintained, and timely, up-to-date guidance is provided on publishing and open access.
- ◆ Manage a team of Scholarly Information Services Librarians ensuring high-quality consultancy and advisory services through innovation, initiative, and sound judgment.
- ◆ Prepare and deliver reports required for senior committees, accreditation, compliance or research assessment and evaluation purposes at the direction of the Manager, Education and Research Services or University Librarian.
- ◆ Actively participate in, and on occasionally lead, cross-functional Library projects that advance the strategic objectives of the Library and the University.
- ◆ Represent the Library in cross-University and sector forums as required, advocating for library interests and contributing to broader initiatives.

TYPICAL/MAJOR CHALLENGES

- ◆ Building and sustaining effective professional relationships across the University to support collaborative initiatives and ensure library services are integrated into the broader academic and research community.
- ◆ Participating in and occasionally leading collaborative projects involving diverse teams and stakeholders across the Library, University, and broader sector, requiring sound judgement, coordination, and problem-solving.
- ◆ Maintaining high standards of written and verbal communication in reports, presentations, and day-to-day interactions, ensuring accuracy, clarity, and professionalism.
- ◆ Keeping up to date with research priorities, sector developments, and emerging practices to ensure Library services, systems, and resources effectively support research programs and continuous improvement activities.

LEVEL OF SUPERVISION

- ◆ Operates under broad direction of the Education and Research Services Librarian and will be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ In-depth understanding of the University's teaching, learning and research strategy, including the Block Model and its application within academic programs.
- ◆ Comprehensive knowledge of the academic research landscape, including research data management, ethical practice, rankings, and the impacts of emerging developments such as artificial intelligence.
- ◆ Strong knowledge of scholarly communication and research output dissemination, including open access, research profiling and effective publication practices.
- ◆ Broad understanding of the academic library sector, with expertise in scholarly literacy, information management and collection development to support research and learning.
- ◆ Active engagement with sector-wide bodies (e.g., CAVAL, CAUL, ALIA) to remain informed about trends and best practice in academic library and research support services.
- ◆ Knowledge of University operations, governance, and decision-making processes, including quality assurance policies, procedures, and relevant legislative requirements.

KEY SELECTION CRITERIA

Essential

1. Knowledge or training equivalent to a degree with at least four years of subsequent relevant experience, or extensive relevant experience and management expertise, or an equivalent combination of experience and/or education/training.
2. Strong understanding of the role of academic libraries in delivering specialist research support services, including information literacy, scholarly communication, research data management and research reporting.
3. Experience in designing and delivering information and scholarly literacy services to support researchers and higher degree by research students.
4. Proven ability to work both independently and collaboratively, exercising sound judgement to prioritise work requirements and meet strategic objectives.
5. Experience supporting the discovery, organisation, management and attribution of information across the research lifecycle, particularly within disciplines relevant to the University.
6. Experience supervising professional staff and contributing to the delivery of high-quality library services.
7. Highly developed interpersonal and communication skills (oral and written), including the ability to prepare high-quality reports, deliver presentations and manage confidential and sensitive information with professionalism.
8. Capacity to exercise initiative, apply sound judgement, contribute to continuous improvement and generate operational ideas that enhance service delivery and workplace practice.
9. Capacity to understand and comply with University policies, procedures and legislative requirements, including those related to occupational health and safety, equal opportunity and anti-discrimination, and to complete required training.

10. Ability to build and maintain effective professional relationships and networks across diverse stakeholder groups to support collaborative initiatives and service integration.
11. Ability to participate in and occasionally lead collaborative projects, applying problem-solving, coordination and communication skills to achieve desired outcomes.
12. Willingness to commit to the Victoria University Values and Behaviours:
 - Values: Access, Excellence, Respect
 - Behaviours: Engagement, Collegiality, Courage
13. A valid Employee Working with Children Check.

Desirable:

1. Completion of a research degree or equivalent relevant experience.
2. Eligibility for professional membership of the Australian Library and Information Association (ALIA).

Organisational Chart

